

OP MEMORANDUM NO. 20-10-3

16 September 1983

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Staffing Complement and Position Control

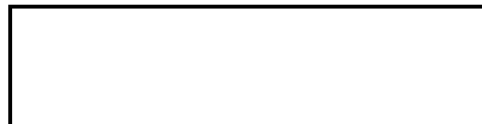
1. The purpose of this Office of Personnel Memorandum is to provide personnel careerists with an explanation of the various data elements of the Staffing Complement that pertain to position control. The Staffing Complement is the official Agency record of the organization of a component, its structure, the distribution and identification of positions, and the assignment of permanent staff and contract personnel and military and civilian personnel on detail from other Federal agencies.

2. The Position Management and Compensation Division (PMCD) is responsible for the input of position data under the Staffing Application Program of the Office of Personnel's Human Resources System. All other data elements related to personnel control are input by the Transactions and Records Branch under the PERSIGN Application Program.

3. There are two attachments to this OPM:

Attachment A - A list of data elements relating to position control and an explanation of these elements, and the office responsible for making determinations for the elements.

Attachment B - A simulated Staffing Complement with each data element coded to the corresponding numbered description in Attachment A.



Robert W. Magee
Director of Personnel

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Attachments

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STAFFING COMPLEMENT POSITION CONTROL DATA ELEMENTS

1. Organizational Code - A one-character code indicating the level of the organizational title. The organizational component determines organizational levels. The names of the levels need not correspond to the names listed below; e.g., level 4 may be a staff instead of a division.
 - 1 Directorate
 - 2 Office
 - 3 Intermediate
 - 4 Division
 - 5 Branch
 - 6 Section
 - 7 Unit
 - 8 Subunit
2. Organizational Title - The organizational title relating to the organizational level. Organizational titles at levels 1 and 2 must be unique in the Agency and no more than 50 characters in length. Organizational titles at levels 3 through 7 are limited to 36 characters. The component determines organizational titles.
3. Abbreviated Organizational Title - An abbreviation of the organizational title for levels 1 through 5. Levels 1, 3, 4, and 5 are limited to five characters. Level 2 is limited to four characters. Levels 1 and 2 abbreviations must be unique in the Agency. The component determines abbreviated organizational titles.
4. Organizational Headquarters Text - The Headquarters text for levels 3 through 7. The component determines the Headquarters text.

Departmental
U.S. Field
Foreign Field
5. FTNT (Footnote) - A two-character code associated with a position indicating a special condition on the position. Footnotes are listed in the Handbook of Position Titles and Occupational Codes published by PMCD. PMCD assigns footnotes.
6. Position Number - A five-character position number assigned to each position that is used to identify the position and to assign personnel to the position. The number is composed of two alpha and three numeric characters. Once a position number has been deleted, it will not be reused. After deletion, the complete position number record along with the last ten changes made to it are stored in the history file of the Staffing Application Program for reference purposes. PMCD assigns position numbers.

7. Position Title - The occupational position title relating to the occupational code. Limited to 20 characters. Authorized position titles are listed in the Handbook of Position Titles and Occupational Codes published by PMCD. PMCD determines position titles.
8. Position Suffix - An abbreviated addition to the position title indicating supervisory, geographical, or other special designation. Limited to five characters. Authorized position suffixes are listed in the Handbook of Position Titles and Occupational Codes published by PMCD. PMCD assigns position suffixes.
9. Pay Schedule - An abbreviation of the pay schedule associated with the position. Limited to four characters. Pay schedules are listed in Report No. R975087A published by the Information and Analysis Branch, Information Division, Office of Personnel. PMCD determines pay schedules.
10. Position Grade - A code indicating the grade level or rank of a position. Limited to two characters. PMCD determines position grades.
11. Occupational Code - A seven-character code indicating the occupational group and series of the associated position title. Authorized occupational codes are listed in the Handbook of Position Titles and Occupational Codes published by PMCD. PMCD determines occupational codes.
12. Flexible/Limited - A one-character code indicating the restrictions on the number of employees who may encumber the position. PMCD determines whether a position is limited or flexible.

L = Limited - Positions may not be occupied by more than one employee except for reassignment overlap.
F = Flexible - Positions may be occupied by any number of employees (up to 50) regardless of the number specified in the planned incumbency.
13. Planned Incumbency - The authorized number of like positions assigned to the same position number. The minimum number of positions permitted is one; the maximum number permitted is 35. If a position is limited, the planned incumbency must be one. PMCD assigns the planned incumbency number with organizational component approval.
14. Ceiling Count - A one-character code designating the position as position ceiling count or non-count. Non-count positions (i.e., military, future ceiling count positions) may be included on the Staffing Complement for staffing purposes and to show existing organizational structure. The organizational component determines position ceiling count or non-count with PMCD approval.

- S = Staff Ceiling Count - Position counts against Office/
Agency ceiling.
N = Staff Ceiling Non-count - Position does not count
against Office/Agency ceiling.

15. Position Type - A one-character code indicating type of position. The component determines position types.

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16. Location Code - A six-character code designating the geographical location of a position. Location codes are listed in Report No. R975094A published by the Information and Analysis Branch, Information Division, Office of Personnel. The component determines the location of a position.
17. Career Service - A code assigned to each position designating the Career Service Sub-Group of the position. PMCD determines the Career Service Sub-Group.
18. Subcategory Code - A one-character code designating the employment category of a position. The employment category is established by the occupational group and series of the position title as listed in the Handbook of Position Titles and Occupational codes published by PMCD. PMCD assigns subcategory codes.

P = Professional
T = Technical
C = Clerical
W = Wage

19. Supervisory Code - A one-character code designating the position as supervisory or nonsupervisory. PMCD determines whether a position is classified as supervisory or nonsupervisory.

S = Supervisory
N = Nonsupervisory

20. NSCA (National Security Classification Authority) - A one-character code indicating that the incumbent of a position has authority to assign an original security classification to Agency documents. The authority of a position to classify documents is established under procedures outlined PMCD will be notified of changes by Records Management Division, Office of Information Services, DA.

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T = Authority to classify Top Secret
S = Authority to classify Secret
C = Authority to classify Confidential
N = No authority to classify documents

21. FLSA (Fair Labor Standards Act) - A one-character code indicating that the position is exempt or nonexempt from the overtime provisions of the FLSA. PMCD determines whether a position is exempt or nonexempt.

N = Exempt
A = Nonexempt

22. Position Change Date - The date of any change to one or more often designated position data elements. The data elements are FLSA, Pay Schedule, Grade, Career Service Designation, Occupational Code, Occupational Type, Planned Incumbency, Ceiling, Footnote and Office Abbreviation. This data element includes a list of the ten most recent computer transactions. This entry is automatically assigned by the STAFFING Application Program.

23. Abbreviated Component Title - The component abbreviation printed at the bottom of each page lists the component office level, intermediate level, and division level. This abbreviation is followed by the component organizational code number which corresponds to the organizational code listing located at the beginning of the staffing complement. This line of data is for use in locating organizational units in the staffing complement. These codes are automatically assigned by the Staffing Application Program.

F T N T	POSITION NUMBER	POSITION TITLE NAME OF INCUMBENT	POSITION SUFFIX	SCHEDULE GRADE STEP	OCCUPA- TIONAL SERIES CODE	FLEXIBLE/ LIMITED	PLANNED INCUMB.	Social Security NUMBER	Ceiling Sex	T-POS	LOCATION CODE	CAREER SERVICE	SUBCATGY	COVER SUPR	ORGAN EMERG	NSCA	FLSA	AFFILIATION CODE	POSITION CHANGE DATE DATE OF BIRTH	DATE OF GRADE	TIME IN DEV COMP.	OVERLAP SOCIAL SECURITY NUMBER
①	1	OFFICE OF THE DIRECTOR	②			③	DCI					E										
②	2	OFFICE OF SIMULATION					SIM					ES										
④	4	DEPARTMENTAL																				
3		OFFICE OF DIRECTOR-SIMULATION					ODSIM															
4		OFFICE OF THE DIRECTOR					O-DIR															
⑥	AV082	DIRECTOR-SIMULATION	⑦	⑨ ⑩ SIS 03	⑪ 0000.06	⑫ L	⑬ 1	⑭ ⑮ S S	⑯ 110012	⑰ E	⑱ P	⑲ S	⑳ T	㉑ N				⑳ 092980				
	AV083	DEP DIR-SIMULATION		SIS 00	0000.48	L	1	S S	110010	E	P	N			T	N		092980				
	AV084	SIMULATION OFFICER SAS	⑧	GS 15	0001.01	L	1	S S	110010	ES	P	N			S	N		022080				
⑤ 11	AV087	SIMULATION OFFICER INC ALC 1 GD		GS 14	0001.01	L	1	S S	110010	ES	P	N			N	N		012580				